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GENERAL CIRCULAR NUMBER 2015-022

DATE: June 18, 2015
TO: Heads of State Agencies and Human Resources Directors
SUBJECT: Re-Centralization of Work Processes

This general circular serves as a reminder to Appointing Authorities and Human Resources Directors that effective July 1, 2015, State Civil Service will assume the responsibility for allocating all classified positions and the responsibility for posting and qualifying all classified job applicants.

State Civil Service functions as the core regulatory agency for all state personnel activities. We commit to all agencies a prompt and efficient turnaround in providing workflow in the allocation of all classified positions and with the job posting and eligible list process in order to assist you with hires in the classified service.

The LA Careers job posting and application process and the allocation of all classified positions will be fully centralized effective July 1, 2015.

This circular is intended to provide basic information about what these changes will involve.

SUMMARY OF MAJOR CHANGES OCCURRING ON JULY 1, 2015 – STAFFING DIVISION

- Effective July 1, 2015, all agency Staffing Pilot Agreements are void and agencies will be moved to full centralization in the LA Careers Recruitment Life Cycle.
- Agencies that did not phase in with an early centralization transition will be responsible for completing any job posting for a specific vacancy in progress on June 30, 2015.
- On July 1, 2015, the Staffing Division will run a report on continuous postings for any agency that did not transition early and will reassign the continuous posting to a SCS Staffing consultant.

- On July 1, 2015, State Civil Service will begin processing all requests to post, screening of all applications that are posted, and creating all eligible lists in the LA Careers system.
- Email address when posting is ready to be released: SCS-LaCareersWorkFlow@la.gov.
- Job postings will be audited and made live the same day provided the email with the draft posting is received by the Staffing Division no later than 3 PM and all information is correct.
- Requests received after 3 PM or a request requiring revision may not be active until the next business day.
- Requests received after business hours, on weekends, or during holidays will be activated on the next business day.
- The Staffing Division will send out all notices to applicants who do not meet the minimum qualification requirements and respond to inquiries from disqualified applicants.
- Eligible lists will be created and agencies will be notified of their completion within three business days of the posting closure or the email request for a requisition for a continuously announced exam plan.
- Continuous job postings will be inactivated after 180 days if an agency does not fill a position from the list within that timeframe.
- An agency will no longer be required to announce or utilize a certificate of eligibles to hire a candidate with a 3.5 GPA. This is the result of amendments to CSR 22.3(b) – Public Announcement of Job Vacancies, CSR 23.3(a) – Probational appointments that may be made without the use of a certificate and CSR 23.5(b) – Job appointments that may be made without the use of a certificate.
- SCS will verify the military test exemption (CSR 22.8c) and promotion of a permanent employee within a test series exemption. Agencies must verify other testing exemptions.
- Agencies should pay close attention to the requirements for verifications outside of the LA Careers system, and are strongly advised to review and become familiar with the job aids and resources provided within Chapter 15 of the HR Handbook.

SUMMARY OF MAJOR CHANGES OCCURRING ON JULY 1, 2015 – COMPENSATION DIVISION

- Effective July 1, 2015 all delegated classification authority agreements are void and all requests for position allocations will be submitted and processed through the Position Description System (PDS).
- Effective July 1, 2015, the new position description forms must be used. During the transition phase old forms will be accepted through July 31, 2015, but will be processed through the Position Description System (PDS).
- Position descriptions will be submitted by one of three options:
 - (1) Upload a PDF file through the HR Info Portal on the State Civil Service website,
 - (2) Scan and email to SCSPDS@la.gov, or
 - (3) Mail one paper copy to SCS Compensation Division.
- Position descriptions received before 12 PM will be received that business day and assigned to the Consultant the next business day.
- Position descriptions received after 12 PM will be received the next business day and assigned to the Consultant the following business day.
- The Compensation Division is committed to a three (3) day response time for all requests with complete information. Documents missing required elements will not be logged in and will be sent back to the agency. Response times will be adjusted for weekends, holidays and position descriptions placed in suspense.

- Allocation Decisions will be available in the HR Info Portal. HR Info Portal logins will be the same as the agency HRInfo sign in at this time. If you do not have a HRInfo sign in, the agency HR Director should contact Karen Clark at karen.clark@la.gov.
- Agencies will have an inquiry option to view all of their position descriptions entered into PDS.
- The Position Description Approval sheet will serve as the authority for a position's official allocation. The Compensation Division will no longer mail position descriptions back to the agency.
- Compensation Division Staff will create new position numbers in LaGov HCM for LaGov HCM agencies.
- Non-LaGov HCM Agencies will have a status indicator of "Completed/No Position Number." And the agency will need to e-mail the position number to SCSPDS@la.gov, putting the log number and position number in the subject line.
- When logging into PDS to view allocation statuses and allocation decisions, agencies will only have access to their own information.
- The process for submitting 4.1(d)1 and 4.1(d)2 requests is not changing, however there is a new form and SCS will be creating the new position numbers for these approvals. Agencies should contact their Compensation Consultant for more information regarding this process.

HR HANDBOOK

The HR Handbook will be updated to reflect policy and procedure revisions resulting from this centralization of work processes, and will be fully updated in conjunction with the July 1, 2015, centralization effective date. State Civil Service will continue to review the information within in the HR Handbook and will issue updates as needed. HR Handbook Update Notifications are sent out at the time in which specific and significant changes occur.

If you have any questions concerning the information in this circular, please contact one of the following:

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Sincerely,

s/Shannon S. Templet
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